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**UNITED STATES DISTRICT COURT**  
**CENTRAL DISTRICT OF CALIFORNIA**

MICHAEL ARCHER, et al.

Case No. 2:24-cv-07056-HDV-SK

Plaintiff(s),

**CIVIL STANDING ORDER**

v.

SHOUT FACTORY LLC

Defendant(s).

**CIVIL STANDING ORDER**

1                   **PLEASE READ THIS ORDER CAREFULLY. IT GOVERNS THE CASE AND DIFFERS IN**  
2                   **SOME RESPECTS FROM THE LOCAL RULES.<sup>1</sup>**

3                   Both the Court and all counsel bear responsibility for the progress of litigation  
4                   in this Court. **“Counsel,” as used in this Order, includes self-represented**  
5                   **parties.<sup>2</sup>** To secure the just, speedy, and inexpensive determination of every  
6                   action, all counsel are ordered to familiarize themselves with the Federal Rules of  
7                   Civil Procedure and the Local Rules of the Central District of California. FED. R.  
8                   CIV. P. 1.

9                   **UNLESS THE COURT ORDERS OTHERWISE, THE FOLLOWING RULES APPLY**

10                  **I. SERVICE OF THE COMPLAINT**

11                  The Plaintiff shall promptly serve the Complaint in accordance with Federal  
12                  Rule of Civil Procedure 4 and shall comply with Local Rule 5-3 with respect to all  
13                  proofs of service. Any defendant, including any “Doe” or fictitiously named  
14                  defendant, not served within 90 days after the case is filed shall be dismissed  
15                  pursuant to Fed. R. Civ. P. 4(m).

16                  **II. REMOVED ACTIONS**

17                  Any answers filed in state court must be refiled in this Court as a supplement  
18                  to the Notice of Removal. Any pending motions must be re-noticed in accordance  
19                  with the Local Rules. If an action is removed to this Court that contains a form  
20                  pleading (i.e., a pleading in which boxes are checked), the party or parties utilizing  
21                  the form pleading must file an appropriate pleading with this Court within thirty  
22                  (30) days of receipt of the Notice of Removal. The appropriate pleading referred  
23                  to must comply with the requirements of Fed. R. Civ. P. 7, 7.1, 8, 9, 10 and 11.

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25                  <sup>1</sup> A copy of the Local Rules for the Central District of California may be accessed  
26                  at <https://www.cacd.uscourts.gov/court-procedures/local-rules>

27                  <sup>2</sup> This Court does not exempt “pro se” parties—that is, parties who are not  
28                  represented by an attorney—from compliance with the Federal Rules of Civil  
Procedure or the Local Rules. *See* L.R. 1-3 and 83-2.2.3.

1                   **III. APPEARANCES BY COUNSEL**

2                   The Court is committed to fostering the development of new and diverse  
3                   lawyers in the legal community. Consequently, the Court strongly encourages  
4                   litigants to provide opportunities for less experienced lawyers or lawyers whose  
5                   identities and/or backgrounds further the diversity of the legal profession to  
6                   conduct hearings before the Court, particularly where they contributed significantly  
7                   to the underlying motion. To that end, the Court will allow parties to divide their  
8                   oral argument among two attorneys. Of course, the ultimate decision of who speaks  
9                   on behalf of the client is for the client and not the Court.

10                   **IV. COURTROOM DECORUM & CIVILITY**

11                   The Court expects that everyone in the courtroom be treated with dignity and  
12                   respect at all times.<sup>3</sup> This requires, at a minimum:

- 13                   • Punctuality for all court appearances.
- 14                   • Civility and professionalism in all oral and written communication,  
15                   including:
  - 16                   ◦ Referring to and addressing witnesses, counsel, parties, and court  
17                   personnel by their surnames, pronouns, and honorifics, unless leave  
18                   to do otherwise is granted.
  - 19                   ◦ Communicating respectfully with court marshals, court clerks, court  
20                   reporters, assistants, law clerks, and other courthouse staff.
  - 21                   ◦ Refraining from interrupting any other person in the courtroom when  
22                   someone else is speaking.
  - 23                   ◦ Refraining from making gestures, facial expressions, or audible

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25                   <sup>3</sup> For more detailed guidance, counsel are advised to refer to the Central District  
26                   of California's Civility and Professionalism Guidelines, which can be found at  
27                   [http://www.cacd.uscourts.gov/attorneys/admissions/civility-and-professionalism-  
guidelines](http://www.cacd.uscourts.gov/attorneys/admissions/civility-and-professionalism-guidelines).

1 comments as manifestations of approval or disapproval of testimony  
2 or argument.

3 • Thorough preparation for all court hearings and sensitivity to the time  
4 constraints and pressures on jurors and court staff.

5 Litigants and counsel may indicate their pronouns and honorifics by filing a  
6 letter, adding the information in the name block or signature line of the pleadings,  
7 or by verbally informing the Court when making an appearance.

8 **V. SCHEDULING CONFERENCE AND RULE 26(F) MEETING OF COUNSEL**

9 This Court hears status conferences and scheduling conferences on  
10 Thursdays at 10:00 a.m. Pursuant to Federal Rules of Civil Procedure 16(b) and  
11 26(f), the Court will issue an Order Setting a Scheduling Conference. Counsel shall  
12 meet no later than twenty-one (21) days prior to the court-ordered Scheduling  
13 Conference pursuant to Federal Rule of Civil Procedure 26(f) and applicable Local  
14 Rules. This meeting may occur telephonically and need not occur in person. A  
15 written exchange of correspondence will not satisfy this requirement.

16 **VI. ALTERNATIVE DISPUTE RESOLUTION**

17 As stated in Local Rule 16-15, the parties in every case must participate in a  
18 Settlement Conference or Alternative Dispute Resolution (“ADR”) procedure. **The**  
19 **Court will not hold a final pretrial conference or convene any trial unless**  
20 **and until all parties, including the principals of all corporate parties, have**  
21 **completed ADR.** This Court participates in the Court-Directed ADR Program  
22 whereby the Court refers the parties to the magistrate judge, the Court Mediation  
23 Panel, or to private mediation. *See* General Order 11-10, §5.1. If a Notice to  
24 Parties of Court-Directed ADR Program (ADR-08) has been filed in this case,  
25 counsel must furnish and discuss it with their clients in preparation for the Fed. R.  
26 Civ. P. 26(f) conference. In their Joint Rule 26(f) Report, counsel should indicate  
27 their preferred ADR procedure. The Court will refer the case to a procedure at the  
28 initial scheduling conference. More information about the Court’s ADR Program,

1 the Mediation Panel, and mediator profiles is available on the Court's website.

2 **VII. JOINT RULE 26(F) REPORT**

3 Unless otherwise ordered, no later than fourteen (14) days before the  
4 Scheduling Conference, counsel shall file a Joint Rule 26(f) Report. A Joint Rule  
5 26(f) Report which is not timely filed or does not conform with this Order, Federal  
6 Rule of Civil Procedure 26(f), and applicable Local Rules may result in the  
7 assessment of sanctions. The Joint Rule 26(f) Report shall address the matters set  
8 forth in Federal Rule of Civil Procedure 26(f), as well as those enumerated in the  
9 Court's Order Setting Scheduling Conference.

10 **VIII. DISCOVERY**

11 All discovery matters are referred to the assigned Magistrate Judge. Proposed  
12 protective orders must also be submitted to the Magistrate Judge. The Magistrate  
13 Judge's initials follow the District Judge's initials next to the case number. All  
14 discovery documents must include the words "DISCOVERY MATTER" in the  
15 caption to ensure proper routing. Please do not deliver courtesy copies of  
16 discovery documents to Judge Vera's chambers.

17 In accordance with 28 U.S.C. § 636(b)(1)(A), the Magistrate Judge's  
18 decision shall be final, and this Court will not reverse any order of the magistrate  
19 judge unless it has been shown that the Magistrate Judge's order is clearly  
20 erroneous and contrary to law. Any party may file and serve a motion for review  
21 and reconsideration before this Court. *See* Local Rule 72-2. The moving party  
22 must file and serve the motion within fourteen (14) days of service of a written  
23 ruling or an oral ruling that the Magistrate Judge states will not be followed by a  
24 written ruling. The motion must specify which portions of the ruling are clearly  
25 erroneous and contrary to law, and the claim must be supported by points and  
26 authorities. Counsel shall provide the Magistrate Judge with chambers copies of the  
27 moving papers and responses consistent with the corresponding judge's procedures.

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**1           IX. MOTIONS – GENERAL REQUIREMENTS**

2           **A. Pre-Filing Requirement.** Counsel shall meet and confer pursuant to  
3 Local Rule 7-3, which requires “counsel contemplating filing of any motion” to  
4 “first contact opposing counsel to discuss thoroughly, preferably in person, the  
5 substance of the contemplated motion and any potential resolution.” The parties  
6 must discuss in real-time all issues to be raised in the motion, as well as the law  
7 and evidence relevant to those issues, so that the parties’ briefing reflects that they  
8 are fully cognizant of the other side’s position(s). Counsel should discuss the issues  
9 sufficiently such that if a motion is still necessary, the briefing may be directed to  
10 those substantive issues requiring resolution by the Court. Counsel should resolve  
11 minor procedural or other non-substantive matters during the conference. The  
12 notice of motion or other request must include a statement of compliance with  
13 Local Rule 7-3. The Court may strike or outright deny a motion or other relief if  
14 counsel fails to meet and confer in good faith. Moreover, if the briefing reveals that  
15 the parties have not sufficiently conferred with respect to the issues and position(s)  
16 presented, the motion shall be stricken.

17           **B. Time for Filing and Hearing Motions.** Motions shall be filed in  
18 accordance with Local Rules 6 and 7. This Court hears civil motions on Thursdays  
19 at 10:00 a.m. If Thursday is a national holiday, motions will be heard on the next  
20 Thursday. It is not necessary to clear a hearing date with Judge Vera’s Courtroom  
21 Deputy Clerk before filing a motion. For all motions, if the motion date selected  
22 is not available, the Court will issue a minute order continuing the date. Closed  
23 motion dates can be found on Judge Vera’s Procedures and Schedules page.

24           **C. Length and Format of Motion Papers.** Pursuant to Local Rule 11-6,  
25 Memoranda of Points and Authorities in support of or in opposition to motions  
26 shall not exceed twenty-five (25) pages absent leave of Court. Replies shall not  
27 exceed ten (10) pages. Only in rare instances and for good cause will the Court  
28 grant an application to extend these page limitations. Pursuant to Local Rule 11-8,

1 all Memoranda of Points and Authorities exceeding ten (10) pages must be  
2 accompanied by a Table of Authorities and a Table of Contents. All briefing must  
3 use Times New Roman or Courier font. Text must be no less than twelve (12)  
4 point font; footnotes shall be no less than ten (10) point font and shall be used  
5 sparingly.

6 Counsel shall adhere to Local Rule 5-4.3 with respect to the conversion of  
7 all documents to PDF format so that when a document is electronically filed, it is  
8 in proper size and is text-searchable. Further, all documents shall be filed in a  
9 format so that text can be selected, copied, and pasted directly from the document.

10 *See Local Rule 5-4.3.1.*

11 **D. Citations to Case Law.** Citations to case law must identify the case  
12 cited and the specific page referenced. For example, if a quotation is presented,  
13 the associated page citation shall be provided. Similarly, if a case is cited in  
14 support of a proposition based on language in the opinion, the page on which such  
15 language appears shall be provided. String cites are disfavored, but, if necessary,  
16 should include a parenthetical explaining the relevant ruling in each cited case.  
17 Bluebook style is required.

18 **E. Citations to Other Sources.** Statutory references must identify with  
19 specificity the sections and subsections referenced. Citations to treatises, manuals,  
20 and other materials should include the volume, section, and pages being referenced.  
21 Citations to prior filings in the same action shall include the docket entry number,  
22 section, and pages referenced. Again, Bluebook style is required.

23 **F. Oral Argument.** The Court strongly prefers counsel to appear in  
24 person for motion hearings and pretrial and settlement conferences. Requests for a  
25 remote appearance will only be considered upon a written application filed at least  
26 three (3) days before the hearing and supported by an appropriate declaration  
27 establishing good cause. If the Court deems a matter appropriate for decision  
28 without oral argument, the Court will take the matter under submission and notify

1 the parties before the hearing.

2 **X. MOTIONS – SPECIFIC REQUIREMENTS**

3 **A. Motions Pursuant to Federal Rule of Civil Procedure 12.** Many  
4 motions to dismiss or strike can be avoided if the parties confer in good faith as  
5 required by Local Rule 7-3, especially for perceived defects in a complaint,  
6 answer, or counterclaim that can be corrected by amendment. *See Polich v.*  
7 *Burlington Northern, Inc.*, 942 F.2d 1467, 1472 (9th Cir. 1991) (noting that where  
8 a motion to dismiss is granted, a district court should grant leave to amend unless it  
9 is clear the complaint cannot be saved by amendment). Moreover, a party has the  
10 right to amend the complaint “once as a matter of course at any time before a  
11 responsive pleading is served.” FED. R. CIV. P. 15(a). Even after a complaint has  
12 been amended or a responsive pleading has been served, the Federal Rules of Civil  
13 Procedure provide that leave to amend should be “freely given when justice so  
14 requires.” FED. R. CIV. P. 15(a). Indeed, the Ninth Circuit requires that this  
15 policy favoring amendment be applied with “extreme liberality.” *Morongo Band of*  
16 *Mission Indians v. Rose*, 893 F.2d 1074, 1079 (9th Cir. 1990).

17 Consequently, parties should carefully consider and weigh an opponent’s  
18 contentions as to the deficiencies in a pleading. The Court expects that, in most  
19 instances, the parties will agree to any amendment that would cure the defect.

20 **B. Motions to Amend.** In addition to the requirements of Local Rule  
21 15-1, all motions to amend pleadings shall: (1) state the effect of the amendment;  
22 (2) be serially numbered to differentiate the amendment from previous  
23 amendments; and (3) identify the pages, line numbers, and wording of any  
24 proposed change or addition of material.

25 Counsel shall electronically file a “Notice of Lodging” attaching the proposed  
26 amended pleading as a document separate from the motion, as well as a “redlined”  
27 version of the proposed amended pleading identifying all additions and deletions  
28 of material as an appendix to the moving papers.

1                   **C. Motions In Limine.** Motions in limine shall be noticed for hearing no  
2 later than four (4) weeks before the Final Pretrial Conference date.

3                   **D. Motions for Class Certification.** Counsel in putative class actions  
4 shall commence litigation promptly and begin discovery immediately so that the  
5 motion for class certification can be filed expeditiously. This Court requires an  
6 extended briefing schedule for motions for class certification. Parties are advised  
7 to refer to the Court's Order Setting Scheduling Conference for additional  
8 guidance as to filing and timing of motions for class certification.

9                   **E. Motions for Summary Judgment.** No party may file more than one  
10 motion pursuant to Federal Rule of Civil Procedure 56, regardless of whether  
11 such motion is denominated a motion for summary judgment or summary  
12 adjudication. The parties shall not attempt to evade the page limitations for briefs  
13 by filing multiple motions. If a party believes this is one of the rare instances in  
14 which good cause exists for more than one motion for summary judgment or to  
15 increase page limits, the party shall seek leave by noticed motion setting forth a  
16 detailed showing of good cause. Pursuant to Federal Rule of Civil Procedure  
17 56(f), when appropriate, based on undisputed facts and controlling principles of  
18 law, the Court may *sua sponte* enter summary judgment in favor of the  
19 non-moving party.

20                  The Court will not entertain cross-motions that seek to adjudicate the same  
21 legal issues. If parties wish to cross-move for summary judgment, their counsel  
22 shall meet and confer to determine which party will move and which will oppose  
23 the one motion for summary judgment.

24                  Parties need not wait until the motion cutoff date to bring motions for  
25 summary judgment or partial summary judgment. The hearing on any such motion  
26 shall be set for a date in advance of the Final Pretrial Conference.

27                  This Court requires an ***extended and modified briefing schedule*** for motions  
28 for summary judgment, as set forth below:

- 1 • *Motions for Summary Judgment*: No later than sixty-three (63) calendar  
2 days before the hearing on the motion, the moving party shall provide to  
3 the non-moving party an electronic copy of the opening brief, together with  
4 the moving party's portion of the evidentiary appendix and joint appendix  
5 of undisputed and disputed facts.
- 6 • *Opposition*: No later than fourteen (14) calendar days *after receipt of the*  
7 *opening brief*, the non-moving party shall provide the moving party with  
8 an electronic copy of the integrated motion, which shall include the  
9 opposing party's portion of the joint brief, together with the opposing  
10 party's portion of the evidentiary appendix and joint appendix of  
11 undisputed and disputed facts.
- 12 • *Reply*: No later than seven (7) calendar days after receiving the integrated  
13 version of the motion and related papers, the moving party shall file the  
14 joint brief with the Court. The moving party shall not make further  
15 revisions to the joint brief other than submitting their Reply and finalizing  
16 the document for filing.

17 ***The above briefing schedule is the default for summary judgment motions.***

18 The parties may stipulate to a modified schedule that is reasonable for all parties.

19 Any briefing schedule must provide the Court at least forty-two (42) days between  
20 the Reply deadline and the hearing date.

21 If the ***moving*** party is a self-represented litigant, the parties shall file their  
22 briefs pursuant to the briefing schedule above but will not be required to submit  
23 joint briefing. If the ***non-moving*** party is a self-represented litigant, the  
24 represented moving party shall manage the integration and compilation of both  
25 parties' portions of the joint brief, including, but not limited to, Word processing.  
26 Pro se parties are expressly advised that, pursuant to *Rand v. Rowland*, 154 F.3d  
27 952, 962–63 (9th Cir. 1998) (en banc), and *Woods v. Carey*, 684 F.3d 934, 939–40  
28 (9th Cir. 2012), he or she has the right to submit counter-declarations and any

1 other relevant evidence to oppose a Motion for Summary Judgment. Such party is  
2 further advised that if he or she fails to rebut the moving party's version of the  
3 facts with counter-declarations or other evidence, the Court may accept that party's  
4 version of the facts as true and the claims against that party may be dismissed  
5 without a trial. All declarations must be signed under penalty of perjury by persons  
6 having personal knowledge of the facts stated in the declarations.

7 The parties should prepare papers in a fashion that will assist the Court in  
8 processing and analyzing the volume of material (*e.g.*, tables of contents, headings,  
9 indices, bookmarks in electronic documents, pinpoint citations, etc.). The parties  
10 shall comply with Local Rules 56-1 and 56-2, in addition to the Court's additional  
11 requirements described below.

12 1. Page Limitations

13 Each separately represented party shall be limited to twenty-five (25) pages,  
14 exclusive of tables of contents and authorities. Leave for additional space will be  
15 given only in extraordinary cases. Each party is limited to the use of a total of  
16 eight footnotes.

17 2. Moving Party's Statement of Uncontroverted Facts and Genuine  
18 Disputes

19 The joint statement of uncontroverted facts required under Local Rule 56-1  
20 shall be prepared in a four-column table, as shown below. The first column sets  
21 forth the allegedly undisputed fact, along with the evidence that supports the  
22 factual statement. The factual statements should be set forth in sequentially  
23 numbered paragraphs. Each paragraph should contain a narrowly focused  
24 statement of fact. Each numbered paragraph should address a single subject as  
25 concisely as possible. The second column should list whether the allegedly  
26 undisputed fact is disputed or undisputed by the opposing party. The third column  
27 should contain additional information regarding the basis for any dispute. If the fact  
28 is undisputed, no further response is required. The non-moving party may dispute

1 all or only a portion of the statement but, if disputing only a portion, it must clearly  
2 indicate what portion is being disputed, followed by a brief citation to the  
3 non-moving party's evidence controverting the fact. To demonstrate that a fact is  
4 disputed, the non-moving party must briefly state why it disputes the moving  
5 party's asserted fact, cite to the relevant exhibit or other evidence, and describe  
6 the reason(s) the exhibit or evidence refutes the asserted fact. No legal argument  
7 should be set forth in this document. In the fourth column, the moving party may  
8 provide a response to the opposing party's reason for dispute, including any  
9 reason why the evidence cited by the opposing party does not create a genuine  
10 dispute and/or any additional evidence relevant to the asserted fact. All facts  
11 asserted by either party, whether disputed or undisputed, and all supporting  
12 evidence cited, shall be included in the response. Do not repeat descriptions of and  
13 citations to the evidence. If you have already described and cited the evidence  
14 once, simply refer to the earlier citation succinctly (e.g., "See *supra* Fact # 1").

<b>Undisputed Fact</b>	<b>Status</b>	<b>Opposition</b>	<b>Reply</b>
1. Mike and Jane signed a contract for the sale and purchase of property. Smith Decl. (Dkt. No 61-2) ¶ 5, Ex. 6.	Undisputed	N/A	N/A
2. Jane mailed the contract in May 2017. Smith Decl. ¶ 8, Ex. 21.	Disputed	Disputed as to date. Jane testified she mailed the contract in June 2017. Jane Depo. at 3:4-10	Jane testified later that although she initially stated that she mailed the contract in June 2017, she misspoke and clarified that she had actually mailed the contract in May 2017.

27 Statements of Uncontroverted Facts and Genuine Disputes shall also be in  
28 Excel, have all restrictions removed so the spreadsheets can be edited, and be

1 emailed to the Court's chambers email address at

2 HDV\_Chambers@cacd.uscourts.gov.

3 **3. Statements of Uncontroverted Facts and Genuine Disputes**

4 The non-moving party may submit additional material facts that bear on or  
5 relate to the issues raised by the moving party, which shall be set forth in a  
6 separate joint statement of uncontested facts and follow the format described  
7 above for the moving party's separate statement. These additional facts shall  
8 continue in sequentially numbered paragraphs with the evidence that supports each  
9 statement set forth in the right column.

10 With its Reply, the moving party shall identify whether the allegedly  
11 undisputed fact presented by the non-moving party is disputed or undisputed by  
12 the moving party. The statement shall include additional information regarding the  
13 basis for any dispute. If the fact is undisputed, no further response is required.  
14 Parties are required to also submit any Statements of Uncontroverted Facts and  
15 Genuine Disputes in Excel, have all restrictions removed so the spreadsheets can  
16 be edited, and be emailed to the Court's chambers email address at  
17 HDV\_Chambers@cacd.uscourts.gov.

18 **4. Conclusions of Law**

19 Each Statement of Uncontroverted Facts and Genuine Disputes shall be  
20 followed by a "Conclusions of Law" section, consisting of a chart with two  
21 columns. The party presenting each set of allegedly uncontested facts shall  
22 set forth each conclusion of law, followed by the number of each relevant fact, as  
23 as follows:

<b>Conclusions of Law</b>	<b>Relevant Facts</b>
Plaintiff's claim for ____ is barred by the applicable statute of limitations.	Facts 1, 3, 4
Plaintiff cannot prove ____.	Facts 5, 7, 9

1           5. Supporting Evidence

2           The joint brief shall be accompanied by one separate, tabbed appendix of  
3           declarations and written evidence (including documents, photographs, deposition  
4           excerpts, etc.). *See* Local Rule 7-6. The joint brief and its supporting materials  
5           shall be submitted as one CM/ECF filing, with each declaration or item of evidence  
6           submitted as a separate attachment to the CM/ECF filing. The evidentiary appendix  
7           shall include a table of contents. No party shall submit evidence other than the  
8           specific items of evidence or testimony necessary to support or controvert a  
9           proposed statement of undisputed fact. For example, entire deposition transcripts,  
10           entire sets of interrogatory responses, and documents that do not specifically  
11           support or controvert material in the separate statement shall not be submitted in  
12           support of or in opposition to a motion for summary judgment.

13           Evidence submitted in support of or in opposition to a motion for summary  
14           judgment should be submitted either by way of stipulation or as exhibits to  
15           declarations sufficient to authenticate the proffered evidence and should not be  
16           attached to the memorandum of points and authorities. Documentary evidence for  
17           which there is no stipulation regarding foundation must be accompanied by the  
18           testimony, either by declaration or properly authenticated deposition transcript, of  
19           a witness who can establish authenticity.

20           6. Objections to Evidence

21           If a party disputes a fact based in whole or in part on an evidentiary objection,  
22           the ground for the objection should be stated succinctly in a separate statement of  
23           evidentiary objections in a two-column format. The left column should identify the  
24           items objected to (including page and line number if applicable) and the right  
25           column should set forth a concise objection (*e.g.*, hearsay, lack of foundation, etc.)  
26           with a citation to the Federal Rules of Evidence or, where applicable, a case  
27           citation. A proposed order shall be filed and attached to the evidentiary objections  
28           as a separate Word document consistent with Local Rule 52-4.1 and emailed

1 directly to the Court's chambers email address at  
2 HDV\_Chambers@cacd.uscourts.gov.

3 **F. Motions for Attorneys' Fees:** Motions for attorneys' fees shall be  
4 electronically filed and set for hearing according to Local Rule 6-1 and this Order.  
5 Any motion or request for attorneys' fees shall attach two summaries, in table form,  
6 of the hours worked by and billing rate of each attorney with title (e.g., partner,  
7 counsel, associate, etc.).

8 The first table shall include a summary of the hours worked by each attorney,  
9 organized by task (e.g., discovery, motion to dismiss, motion for summary  
10 judgment). The second table shall include a summary of the hours worked by each  
11 attorney, organized by attorney. Both tables shall list all the tasks on which the  
12 attorney worked, the hours worked on each task, and the hourly rate of each  
13 attorney. If the hourly rate charged by any individual attorney changed while the  
14 action was ongoing, the party shall provide separate calculations for the total  
15 number of hours the attorney spent in connection with each task at each hourly  
16 rate.

17 All tables shall be attached to the motion and electronically filed. The  
18 courtesy copies of the tables shall be prepared in Excel, have all restrictions  
19 removed so the spreadsheets can be edited, and be emailed to the Court's chambers  
20 email address at HDV\_Chambers@cacd.uscourts.gov.

21 **G. Under Seal Filings.** The Court requires strict compliance with Local  
22 Rule 79-5, which governs applications to file documents under seal. Local Rule  
23 79-5.2.2 explains how to apply to file under seal and how to proceed if leave is  
24 granted.

25 There is a strong presumption of access in civil actions. *Foltz v. State Farm*  
26 *Mut. Auto. Ins. Co.*, 331 F.3d 1122, 1135 (9th Cir. 2003). Parties that submit  
27 frivolous motions to seal or overly broad motions will be subject to sanction.

28 When submitting a motion to seal, the filing party must state whether the

1 compelling reasons or good cause standard applies and explain why. *See Center for  
2 Auto Safety v. Chrysler Group, LLC*, 809 F.3d 1092, 1099 (9th Cir. 2016). The  
3 party must identify and discuss the factual and/or legal justification that establishes  
4 “good cause” or “compelling reasons” for the information to be protected.

5 The filing party must make a specific showing explaining why each document  
6 that it seeks to seal may justifiably be sealed and why the proposed redactions are  
7 as narrowly tailored as possible, rather than making a blanket statement about the  
8 grounds for sealing. Generic and vague references to “competitive harm” are  
9 almost always insufficient justification for sealing. If a party files a request to seal  
10 that is significantly overbroad and/or does not provide adequate reasons for  
11 concealing information from the public, the party bears the risk that the Court will  
12 simply deny the request in its entirety and place all documents sought to be sealed  
13 on the public docket.

14 Documents that are not confidential or privileged in their entirety should not  
15 be filed under seal if the confidential portions can be redacted and filed separately  
16 with a reasonable amount of effort. The parties should file a complete version of  
17 the documents under seal and a redacted version for public viewing, omitting only  
18 the portions that the Court has authorized to be filed under seal.

19 Sealing must be justified for each individual item—blanket claims of  
20 confidentiality will result in the application to seal being denied. Counsel must  
21 consider carefully whether sealing or redaction is absolutely required for a given  
22 piece of evidence or argument. An application to seal that includes meritless  
23 requests to seal or redact documents will be denied. The parties also must meet and  
24 confer before filing an application to seal.

25 An application to seal that includes meritless requests to seal or redact  
26 documents will be denied. If a party files an application to seal that includes  
27 meritless requests to seal or redact documents, the party bears the risk that the  
28 Court will simply deny the request in its entirety and place all documents sought to

1 be sealed on the public docket. The parties also must meet and confer before filing  
2 an application to seal.

3 **XI. PROPOSED ORDERS**

4 Each party filing or opposing a motion or seeking the determination of any  
5 matter shall serve and electronically lodge a proposed order setting forth the relief  
6 or action sought and a brief statement of the rationale for the decision with  
7 appropriate citations. In addition, a copy of the proposed order in Word format  
8 shall be emailed directly to the Court's chambers email address at  
9 HDV\_Chambers@cacd.uscourts.gov on the day the document is electronically  
10 filed.

11 **XII. CHAMBERS COURTESY COPIES OF MOTION-RELATED DOCUMENTS**

12 The Court requires chambers copies of all e-filed ***motion-related*** documents.  
13 (*i.e.*, moving papers, oppositions and replies), as well as all associated exhibits.  
14 The Court ***no longer requires*** chambers copies for any other e-filed documents.  
15 Chambers copies should be delivered to Judge Vera's chambers copy box located  
16 outside of the Clerk's Office on the fourth floor of the First Street Courthouse  
17 (350 W. 1st Street, Los Angeles, California 90012). Mandatory chambers copies  
18 must be delivered by no later than ***noon on the following business day*** after  
19 filing, and shall be "binder ready" (*i.e.*, three-hole punched on the left side,  
20 without blue-backs or staples, and with any exhibits tabbed).

21 Additionally, ***for motions for summary judgment only***, parties should submit  
22 **two paper copies** of all Motion for Summary Judgment filings to Judge Vera's  
23 mailbox on the fourth floor of the First Street Courthouse. Pro se parties are  
24 exempt from this requirement.

25 Excel files prepared in support of motions for attorneys' fees (*see supra*  
26 Section X.F) and proposed orders in Word format (*see supra* Section XI) should  
27 be submitted to the Court's chambers email address at  
28 HDV\_Chambers@cacd.uscourts.gov.

1                   **XIII. EX PARTE APPLICATIONS** #60

2                   Ex parte applications are solely for extraordinary relief and are rarely granted  
3                   All ex parte applications must be sent in PDF version to  
4                   HDV\_chambers@cacd.uscourts.gov along with a Word version of the proposed  
5                   order. Both the e-mail to the Court and the application should advise whether  
6                   opposing counsel will be filing an opposition. Ex parte applications that fail to  
7                   conform to Local Rule 7-19 will not be considered, except on a specific showing  
8                   of good cause.

9                   Counsel for the applicant must provide advance notice of the application by  
10                   telephone and email to all other parties. In addition to the information required by  
11                   Local Rule 7-19.1, the notice must advise the other parties of the anticipated  
12                   deadline to oppose the application. The applicant must serve the application by  
13                   facsimile, email, or personal service, even if electronic service is effected under  
14                   Local Rule 5-3.2.1.

15                   Oppositions to ex parte applications must be filed within 24 hours of the  
16                   filing of the application, subject to Rule 6(a)(2). If an opposing party does not  
17                   intend to oppose the ex parte application, counsel must inform the Courtroom  
18                   Deputy Clerk by email as soon as possible.

19                   **XIV. CONTINUANCES**

20                   Counsel requesting a continuance must lodge, prior to the date to be  
21                   continued, a proposed stipulation and order including a detailed declaration of the  
22                   grounds for the requested continuance or extension of time. Counsel shall avoid  
23                   submitting requests for continuance or extension of time less than five (5) court  
24                   days prior to the expiration of the scheduled date. The Court grants continuances  
25                   only upon a showing of good cause, focusing on the diligence of the party seeking  
26                   the continuance and any prejudice that may result if the continuance is denied.  
27                   Counsel are required to first meet and confer with opposing counsel regarding the  
28                   substance of the continuance and include a statement of compliance with Local

1 Rule 7-3. Failure to meet and confer in good faith in compliance with the Local  
2 Rules and this Order may result in denial of the request for continuance.

3 **XV. ELECTRONIC FILINGS**

4 Counsel shall e-file all civil and criminal filings pursuant to Federal Rules of  
5 Civil Procedure 5(d)(3) and Local Rule 5-4 as follows:

- 6 • All non-signature items shall be *e-filed* in PDF format. All proposed signature  
7 items shall be e-filed as an attachment to the main document in PDF format.
- 8 • All proposed signature items shall be *emailed* to the Courtroom Deputy  
9 Clerk's email address at HDV\_Chambers@cacd.uscourts.gov in Word format.  
10 **Only** proposed order signature items should be emailed to the chambers'  
11 email address. Do not email other associated documents and do not use this  
12 email address for communication with the Court or the Courtroom Deputy.

13 **Note for Parties Who Do Not Have an Attorney:** Pro se litigants—that is,  
14 parties who are not represented by an attorney—may submit documents for filing  
15 through the Court's Electronic Document Submission System (“EDSS”) instead  
16 of mailing or bringing documents to the Clerk's Office. Only internet access and an  
17 email address are required. Documents are submitted in PDF format through an  
18 online portal on the Court's website. To access EDSS and for additional  
19 information, visit the Court's website at <https://apps.cacd.uscourts.gov/edss>.

20 **XVI. COMMUNICATIONS WITH CHAMBERS**

21 Counsel must not attempt to contact the Court or chambers staff by email,  
22 telephone, or by any other ex parte means. Counsel may, for appropriate matters  
23 only, contact the Courtroom Deputy via the Court's chambers email at  
24 HDV\_Chambers@cacd.uscourts.gov. Counsel must not contact the Courtroom  
25 Deputy regarding the status of any matter before the Court. Calls or emails  
26 regarding the status of submitted motions, stipulations, or proposed orders will not  
27 be returned. Counsel may determine the status of any submitted motion,  
28 stipulation, or proposed order by accessing the docket sheet through PACER,

1 which can be accessed via the Central District of California website. Counsel must  
2 include on all papers their email address, telephone number, and fax number to  
3 facilitate communication with the Courtroom Deputy.

4 **XVII. GUIDANCE FOR PRO SE LITIGANTS**

5 Parties who represent themselves in civil litigation (*i.e.*, appear pro se), should  
6 be aware that the Court holds these parties to the same standards of conduct to  
7 which it holds attorneys.

8 The following links may be helpful to those representing themselves in civil  
9 matters:

- 10 • Information on the Federal Pro Se Clinic in Los Angeles, which offers  
11 on-site information and guidance to individuals who are representing  
12 themselves, can be found at <http://prose.cacd.uscourts.gov/los-angeles>.  
13 The clinic is located in the Edward Roybal R. Federal Building and U.S.  
14 Courthouse (255 East Temple Street, Suite 170, Los Angeles, California  
15 90012) and is open by appointment only on Mondays, Wednesdays, and  
16 Fridays from 9:30 a.m. to 12:00 p.m. and from 2:00 p.m. to 4:00 p.m.  
17 Appointments can be made via the website or by telephone at  
18 (213) 385-2977, ext. 270.
- 19 • Local Civil Rules for the Central District of California can be found at  
20 <http://www.cacd.uscourts.gov/court-procedures/local-rules>.
- 21 • Federal Rules of Civil Procedure can be found at  
22 <http://https://www.uscourts.gov/rules-policies/current-rules-practice->  
23 [procedure/federal-rules-civil-procedure](http://procedure/federal-rules-civil-procedure)

24 **XVIII. ADDITIONAL INFORMATION**

25 **A. Interpreter Services**

26 Interpreters play a key role in ensuring that litigants speaking a wide variety  
27 of languages can meaningfully access the courts. To this end, the Court is  
28 committed to implementing flexible court procedures that allow for effective

1 interpreter services. Please note, however, that counsel in civil actions are  
2 responsible for arranging for the services of an interpreter. The Interpreter Services  
3 Department may be reached at (213) 894-4370.

4 **XIX. NOTICE OF THIS ORDER**

5 **Counsel for plaintiff (or plaintiff, if appearing pro se) shall immediately**  
6 **serve this Order on all parties, including any new parties to the action. If this**  
7 **case came to the Court by noticed removal, the removing defendant shall**  
8 **serve this Order on all other parties.**

9  
10 IT IS SO ORDERED.

11  
12 Dated: September 2, 2024



13 Hernán D. Vera

14 United States District Judge

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